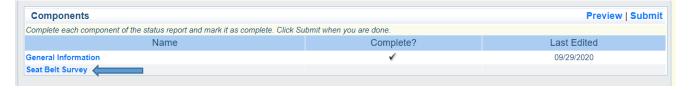
How to submit a **SEATBELT SURVEY** in Iowa Grants

- Go to www.iowagrants.gov and log in
- Click on My Grants and then select grant for current fiscal year
- Click on Status Reports
- Click on the blue font report number in the ID column that matches your reporting period (March or August)



Click on Seat Belt Survey in the table



- Select the month in which you are reporting on from the Month of Seat Belt Survey drop down menu
- Enter # Observed, hit TAB, and enter # Belted



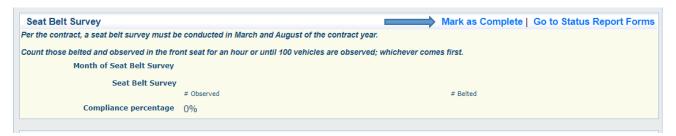
• Enter your comments, click on Return to Top



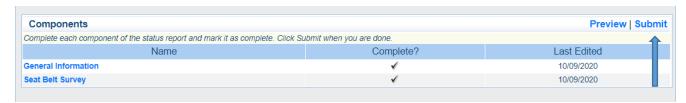
Click Save



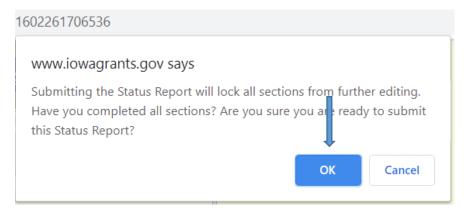
Click Mark as Complete



• Click Submit



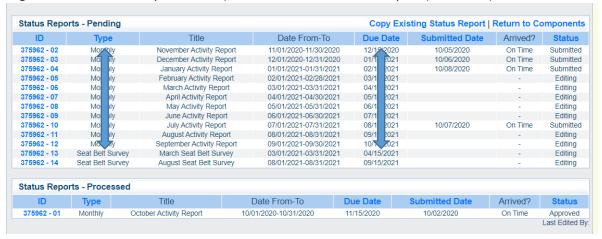
If there are no further edits to this form, click OK



Once you see the screen below, you will know that your submission was successful and your Program Administrator has been notified of your submission.



FYI – Seat Belt Surveys are due by the 15th of the following month (March results are due April 15, August results are due September 15), indicated on each status report (see below):



The Iowa Grants system will send you an automated courtesy reminder email 10 days out from the due date indicating a "Status Report" is due soon. The system will email you again 3-5 days out from the due date if you've still not submitted the report. The email will come from Iowa Grants and if you have any questions, please contact your Program Administrator.

• If you've submitted your report prior to the 5th of the following month, you should not receive this email.

- If you've started your report but not completed and submitted your report (editing status), you WILL receive this email.
- If you've not started your report at all, you WILL receive this email.

From: <u>iowa.grants@webgrantsmail.com</u>

Subject: Status Report Due Soon

Message:

**** Do Not Respond to This Email ****

Your Grant Manager has created a status report due for submission in 10 days for the following grant:

Number: Your Contract Number

Name: Your Grant Title

Program Area: Governor's Traffic Safety Bureau

Grantee Organization: Your Organization

Applicant: Primary Contact

This requires your immediate attention, you may log into the lowaGrants.gov grants management system at the following location:

https://www.iowagrants.gov